

Frequently Asked Questions In-Use Off-Road Diesel Vehicle Regulation

Responsible Official Affirmation of Reporting (ROAR) FAQ April 2013

Q - What is a ROAR?

A - A Responsible Official Affirmation of Reporting (ROAR) is an affirmation signed by a responsible official or a designee thereof that the information reported for compliance with the Regulation for In-Use Off-Road Diesel Fueled Fleets (Off-Road Regulation) is accurate and that the fleet is in compliance with the Off-Road Regulation. ROAR forms are available when a fleet signs into their DOORS account, selects their fleet name, and then selects "ROAR Forms" or in the Knowledge Center at:

<http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm>.

The ROAR is part of the annual reporting requirements in the Off-Road Regulation and is based on the vehicles that were in the fleet as of December 31st of the prior year. For example, a ROAR that is due by March 1, 2013, would be for the fleet as it was on December 31, 2012.

Sample:

| California Environmental Protection Agency AIR RESOURCES BOARD MSCD ISB-143 (REV 6/12) | | In-Use Off-Road Diesel Vehicle Regulation www.arb.ca.gov/ordiesel Affirmation of Reporting | |
|---|--|--|--|
| Responsible Official Affirmation of Reporting (ROAR) for Annual Reporting | | | |
| By signing below, I, the responsible official, affirm that the information reported to ARB for the off-road fleet indicated below is accurate and the fleet is in compliance with the In-Use Off-Road Diesel Vehicle Regulation. The requirements that must be met in order for this affirmation to be valid are described in title 13, section 2449(g)(1) and (2). | | | |
| For Captive Attainment Area Fleets Only: Check box if applicable <input type="checkbox"/> I affirm that the vehicles in this fleet did not operate outside the captive attainment area, as defined by title 13, section 2449(c)(6) | | | |
| 0000,0000,000 DOORS Fleet ID Number | Sample Company Company/Agency Name | | |
| Sample Owner Name of Responsible Official or Designee | Owner Job Title | | |
| 123-456-7890 Phone Number of Signatory | doors@arb.ca.gov Email Address of Signatory | | |
| Sample Owner Signature of Responsible Official* or Designee** | | 1/3/13 Date | |
| <small>* Responsible Official means the owner or partner of a sole proprietorship or partnership, or a person who performs similar policy or decision-making functions for a corporation (i.e., president, secretary, treasurer, vice president, or similar person in charge of a principal business function). For a public agency, it means either a principal executive officer or ranking elected official (i.e., chief executive officer responsible for the overall operations of a principal geographic unit of the agency).</small> | | | |

While this document is intended to assist fleet owners with their compliance efforts, it is the sole responsibility of fleet owners to ensure compliance with the In-Use Off-Road Diesel Vehicle Regulation.

Q - Who can sign the ROAR form?

A - Only the Responsible Official or the Designated Official (see below) of the company or agency may sign a ROAR form. Responsible Official means the owner of a sole proprietorship or the general partner in a business partnership arrangement, or a person who performs similar policy or decision-making functions for a corporation (i.e., president, secretary, treasurer, vice president, or similar person in charge of a principal business function). For a public agency, it means either a principal executive officer or ranking elected official (i.e., chief executive officer responsible for the overall operations of a principal geographic unit of the agency).

Q - What is the Designated Official form?

A - The Designated Official form is an optional form that allows the Responsible Official of a company, sole proprietorship, or partnership to designate another individual within the company or agency to act as the responsible party in signing the ROAR form for the legal owner's fleet(s). Once submitted to ARB, the Designated Official form will remain on file for the fleet until or unless the fleet submits a new one designating a different individual.

Q - When are the forms due?

A - All ROAR documentation is due to ARB by March 1st of each required reporting year (see the schedule below). A ROAR should not be submitted prior to January 1st of the reporting year, since it pertains to the fleet as it was on December 31st of the prior year.

- Large fleets must report annually each year from 2012 to 2023.
- Medium fleets must report annually each year from 2016 to 2023.
- Small fleets must report annually each year from 2018 to 2028.
- Any fleet that fails to meet the fleet average target rate for the final target date in section 2449.1(a) must continue to report annually each year until it does so.

Q - If I have more than one DOORS fleet, do I need to turn in more than one ROAR form?

A - You can turn in one ROAR form for all of your fleets, given that all of the fleets have the same Responsible Official or designee (see above for information on the Designated Official form). You will just need to add the DOORS ID number for each fleet covered by the affirmation to the ROAR form, as shown below.

| | |
|---|--|
| <u>0000,00000,000</u> DOORS Fleet ID Number | <u>Sample Company</u> Company/Agency Name |
| <u>Sample Owner</u> Name of Responsible Official or Designee | <u>Owner</u> Job Title |

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Q - If I have a Parent Fleet and Fleet Portions, do I need to submit a ROAR form for the Parent Fleet?

A - Yes. All of the Fleet Portions, including the Parent Fleet, will need to submit a ROAR form in order to meet the reporting requirements of the Off-Road Regulation. Even if a Parent Fleet has no vehicles registered in DOORS, they must submit a ROAR form to ARB. As stated above, all of the Fleet Portions, including the Parent Fleet, may submit one ROAR form with all of the appropriate DOORS ID numbers on the same form, given that all of the fleets have the same Responsible Official or designee.

Q - Is there anything else that I need to do or turn in to complete annual reporting?

A - In DOORS, if you have marked vehicles as “low-use” (used less than 200 hours in a year in California), you are required to report engine hour meter readings by March 1st of the reporting year (beginning 2012 for large fleets, 2016 for medium fleets, and 2018 for small fleets). This information can be reported in the Low-Use pages of your DOORS account. If your designated low-use vehicles are used both inside and outside of California, you will need to fill out the “[Reporting Form: Low-use Vehicles Operated Inside and Outside of California](#),” providing each date the vehicle entered California and the hour meter reading upon entry and each date the vehicle exited California and the hour meter reading upon exit. [The Low-Use Provisions FAQ](#) explains low-use, and the DOORS user guide, “[Reporting Low-Use Vehicles](#)” describes how to input engine hour meter readings into DOORS (note that the Low-Use DOORS pages and this document will soon be modified).

For vehicles that are used a majority of the time (but not solely) for agricultural operations, the fleet owner must complete and submit the “[Reporting Form: Vehicles Used for Agricultural Operations](#)” by March 1st of the reporting year (beginning 2012 for large fleets, 2016 for medium fleets, and 2018 for small fleets). This form requires for each applicable vehicle an hour meter reading from on or before January 1st of the previous calendar year, an hour meter reading from on or after December 31st of the previous calendar year, and the total number of hours the vehicle was used for non-agricultural purposes in the previous calendar year.

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